

WILLIAMS RURAL FIRE PROTECTION DISTRICT

Regular Board Meeting Minutes

May 2, 2022

Called to order: 18:02pm

Roll Call:

Board Members Present

Position 1 – Heather Glass

Position 2 – David Applegate

Position 3 – Claudia Pratt

Position 4 – Bill Ertel

Position 5 – Brian Barton

Williams Staff Present

Administrative Assistant – Jennifer Vetter

Public Presence:

Volunteer Firefighter, Jacob Bivins

Announcements:

Yesterday was Jennifer Vetter's birthday and Brian Barton's birthday is on the 7th

Approval of Prior Board Meeting Minutes:






The Board Meeting Minutes were reviewed.

- March 29, 2022 Special Board Meeting Minutes: Approved






Discussion:

Board Member Bill Ertel found in previous board meeting minutes that a pay raise was not implemented to reflect worked hours at \$14 per hour.

- A motion to approve to Board Secretary Heather Glass to calculate the pay difference to calculate the backpay for Jennifer Vetter the difference between 12/30/2020 and 1/1/2022 (1yr of wages) working 28 hours per week at the hourly wage of \$14/hour was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

-  Heather Glass – Aye
-  David Applegate – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

- April 4, 2022 Regular Board Meeting Minutes: Approved
- April 26, 2022 Budget Committee Meeting Minutes: Approved
 - A motion to approve the Meeting Minutes of March 29, April 4, 2022, and April 26, 2022 was made by David Applegate and seconded by Bill Ertel. The motion passed unanimously.

-  Heather Glass – Aye
-  David Applegate – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

Chief’s Report (Summary given by Jennifer Vetter):

Alarm Reports:

- Alarm Reports: 18 Calls
 - Medical: 8
 - Motor Vehicle Accidents: 5
 - Public Assist: 4
 - Fire Calls: 1, Grass Fire

Personnel/Recruitment:

- Devin Brennan received his WFRPD department badge
- Charles HooperLee coming on board and is also an Applegate Volunteer Firefighter
- Volunteer Firefighter/EMT Heather Sundell has been hired part time by AMR, lending to exposure and experience gained for the fire district

Training:

- Wildland refresher coming up
- Training in fire shelter deployments
- Volunteer Firefighter Jon Scaroni completed the Task Force Leader Class
- Lieutenant Oskar Sundell finished the Instructor Course






Meetings:

- Coffee with the Chief
- Meeting with State Fire Marshal from Salem to Williams
 - Supplied station with banner
- County Commissioners Support of Fire Standards
- City Fire and Rural Metro
 - Run Cards and Resources
- Zone Haven
 - Evacuation Zones

Station / Land / Equipment:

- 8763
 - Paint and Lights
- Parking Lot Paving
- Mobile Home has been rented to a volunteer
- Fencing to provide security
- Old Fire Station Roof
 - Funding has been approved to roof the old fire station

- A motion to accept the Chief's Report was made by Heather Glass and seconded by David Applegate. The motion passed unanimously.

-  Heather Glass – Aye
-  David Applegate – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

Support Group:

- Currently has 4 members, may have a 5th member joining

Safety committee

- Not Reported

Chair:

- Moser Paving will be out to do the parking lot paving this week
- Jam Roofing – waiting to hear back to schedule roof on old fire station

Old Business:

- Policies and Procedures Manual are still in process with Lexipol
 - Link will be sent out to the volunteers/members of the district
 - Board Member Bill Ertel would like a copy of the old P & P Manual

New Business:

- 2022-2023 Budget Adoption

Discussion: What does it take to get 8763 painted? Prefer a place to house 8763 before painting the apparatus. The Board would like to get a list of what 8763's needs are for clarification of the spending needs. Board Chairperson Claudia advised (and all agreed) that the Board be considerate to not micromanage but to gather necessary information for capital cost allocations

LB-31:

Bonus Pay:

This line item was added to break it out to be seen easier in the budget

Volunteer Nominals:

Increased by \$4,000 during budget committee meeting

Conflag/Deploymnt/Associated Personnel:






Decreased by \$4,000 during budget committee meeting. New line item due to Slater Fire and Almeda Fire extra employment expenses. This is in preparation for potential deployment expenses even if they are reimbursed.

Utilities:

Bundled items such as cell phone, internet, electrical power. This was doubled to accommodate inflation, higher potential expenses for the next fiscal year.

Board Member Bill Ertel stated that the spending on Personal Services is budgeted almost 60% higher than 2 years ago.

- A motion to accept/adopt the Budget for FY2022-2023 was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

-  Heather Glass – Aye
-  David Applegate – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

- Mobile Home Rental Agreement and Forward Progress
 - Board reviewed the rental agreement and the email received from the CPA's office
 - First Month's rent is paid along with deposit
 - Board Member Bill Ertel will send to the board the property manager contract from the independent property manager that is being considered
 - Board Chairperson Claudia Pratt is taking responsibility as the property manager at this time.
 - It is not expected that the Chief, Deputy Clerk, or operational members have direct involvement in the rental
 - Changes - Rent checks will go to PO Box and remove "in person" option
- Discussion of Officers for Next Fiscal Year
 - Consider the upcoming positions for availability or renewal

Clerk/Treasurer Report:

Clerk/Treasurer reports for May 2, 2022 were reviewed by the board members. Deputy Clerk Jennifer Vetter answered any questions about revenue and expenses for the previous month's expenses previously distributed electronically. Items of review in the financial reports included spending on district credit cards, payroll, regular monthly bills, employee benefits package, station maintenance/repairs items, donations, grants, and reimbursements.

Discussion: IRPG purchase – requirement for wildland firefighting. Creek pump project is completed and reimbursement received.




Each of the reports reviewed included:

- The Training (aka Chair's) credit card
- The Operations (aka Chief's) credit card
- The Admin's credit card
- The Umpqua Bank Account
- Profit and Loss Statements
- LGIP Account

➤ A motion to approve the Clerk Treasurer's Report was made by Heather Glass and seconded by Bill Ertel. The motion passed unanimously.

 Heather Glass – Aye






 David Applegate – Aye

-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

Discussion: Board Secretary Heather Glass commented on the 2022 Fire Facts flyer from the State Fire Marshal’s Office of the total incidents on record for the first quarter.

Board Meeting Date Change

- A motion to change the regular board meeting date from the 1st Monday of each month to the 2nd Tuesday of the month at 6pm starting June 14th was made by Brian Barton and seconded by David Applegate. The motion passed unanimously.

-  Heather Glass – Aye
-  David Applegate – Aye
-  Claudia Pratt – Aye
-  Bill Ertel – Aye
-  Brian Barton – Aye

Next regular scheduled board meeting is scheduled for June 14, 2022 at 6pm.

Motion to Adjourn:

- A motion to adjourn the meeting was made by Brian Barton and seconded by Claudia Pratt. The motion passed unanimously.

Attachments: Board Meeting Agenda, Previous Board Meeting Minutes, Mobile Home Rental Agreement(s), Email from CPA, Budget Sheets approved by Budget Committee, Proposed P&L for FY2022-2023, and Clerk/Treasurer’s reports for May 2, 2022.

Meeting adjourned at: 19:48pm

Respectfully,

Claudia Pratt, Board Chairperson